

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT
CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO:	CFSA-08-101	POSITION:	SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST (APPLICATIONS SOFTWARE) , MS-2210-13
OPENING DATE:	9/25/08	CLOSING DATE:	10/08/08
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	_____	SALARY RANGE:	\$76,996-\$107,794 PA
WORK SITE:	WASHINGTON, D.C.	TOUR OF DUTY:	8:15 A.M. TO 4:45 P.M. Monday – Friday
PROMOTION POTENTIAL:	NONE	AREA OF CONSIDERATION:	UNLIMITED
		NO. OF VACANCIES:	ONE (1)
AGENCY:	CHILD AND FAMILY SERVICES AGENCY (CFSA), ODDA, CISA		

DURATION OF APPOINTMENT: **MANAGEMENT SUPERVISORY SERVICE (AT WILL)**

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

Serves as the Supervisory IT Specialist (Applications Software) performing a variety of tasks related to the maintenance and enhancement of the Statewide Assessment Child Welfare Information System, FACES.NET. The incumbent advises the IT Manager (Applications Software) of the alternative approaches to continue improving the program application and resolution of all issues. Responsible for a staff consisting of IT Specialists, Program Analysts and Computer Specialists (Developers). Incumbent assigns and reviews work; utilizes personnel to accomplish work objectives and to develop increased capabilities of employees; responsible for approving/disapproving leave requests; interviewing and selecting new employees; investigating complaints and resolving differences between employees; providing training and giving such other guidance as needed to assure the expeditious accomplishment of work and the development of assigned staff. Responsible for the FACES.NET application maintenance and enhancements, with accountability for the quality assurance of the FACES.NET application; consults with users to identify current operating procedures and clarify program objectives; formulates plans and outlines steps to develop programs, using structured analysis and design techniques; prepares flowcharts and diagrams to illustrate the sequence of steps and describes logical program operations which are involved; submits impact analysis with proposed and alternative resolution to IT Manager (Applications Software) prior to enhancements; oversees program analysis; provides detailed written action plans and submits analytical specifications for project specification; tests computer programs in system, acceptance, and pre-production databases. Coordinates special projects, i.e. federal audits, quality assurance audits, and interfacing with intra-and-inter-agency entities with personnel; oversees the development and implementation of FACES.NET Standard Operating Procedures to ensure timely implementation of CFSA policies and procedures; researches and recommends current pertinent system operational procedures that "best fit" the agency's requirements for uninterrupted services to the end-users; participates in regularly scheduled meetings with IT Manager (Applications Software) to discuss business practice and workflow, and to identify and resolve problems; is familiar and has experience in dealing with IT vendors and contracted staff; has familiarity and technical experience in working with case management applications and/or supporting government programs; follows best practices and software development methodologies to ensure compliance with IT standards and procedures for change and release management; provides assistance to the FACES.NET application manager in determining organizational requirements with system requirements and translating these requirements into development strategy for enhancements and maintenance issues; works with system interface partners and maintains effective communication between FACES.NET and other DC Government Systems and performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year of specialized supervisory experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the functions of Child Welfare and Neglect Policies and Procedures as related to FACES or similar case management application;
2. Demonstrate the ability to supervise and to direct the day-to-day activities of professional and support staff;
3. Knowledge of FACES or similar case management systems and their operating environments;
4. Demonstrate experience in designing and implementing successful system enhancements; and
5. Ability to communicate effectively both orally and in writing in a diplomatic but persuasive manner.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>WEB SITE:</u>	www.cfsa.dc.gov
<u>EMAIL TO:</u>	Cfsajobs@cfsa-dc.org	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
